

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 20, 2023
5:00 PM**

Following proper public notifications on July 17, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 20, 2023, at 5:00 pm in the Board Room of the Union Station Building. Mr. Bill Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Ms. Paula Sewell; Mr. Bruce Shell; Dr. Marc Sosne; Mr. Lanny Wilson and Ms. Cara Allen, SGA President. Trustees not present: Mr. Bill Rivenbark.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President of Business Services; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Ms. Anne Smith, Vice President of Human Resources and College Safety; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office and Vice President of Economic and Workforce Development; Mr. Robert Carter, Manager Technical Support and Client Services; Ms. Debi Causey, Event and Meeting Manager; Mr. Shawn Breedlove, Event and Meeting Manager; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Ms. Lynn Sylvia, Director, Safety and Training; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith
Mr. Benjamin Schachtman, Reporter, WHQR

The meeting was opened with The Pledge of Allegiance to the US Flag.

CONFLICT OF INTEREST

Mr. Cherry read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

OATH OF OFFICE FOR REAPPOINTED TRUSTEES

Mr. Cherry and Ms. Sewell were administered the oath of office by Ms. Lee.

MINUTES

A MOTION was made by Mr. McLeod and seconded by Mr. Barfield to approve the May 18, 2023 minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

Ms. Anne Smith introduced new employee Mr. Shawn Breedlove, Event and Meeting Manager.

Retirees

President Morton presented plaques to Ms. Donna Collentine and Ms. Claudina McLiverty in honor of their retirement. Mr. Morton thanked both Donna and Claudina for their invaluable service to Cape Fear Community College and wished them well in their retirement.

CHAIR'S REPORT

Mr. Cherry reviewed the following report.

Reappointments

Congratulations to Ms. Paula Sewell who was reappointed by Governor Roy Cooper. Ms. Sewell will serve from 2023-2027.

Mr. Bill Cherry thanked the New Hanover County Commissioners for his reappointment to the CFCC Board of Trustees. Mr. Cherry will serve from 2023-2027.

Graduation

Summer Graduation will be held 9:00 am, Friday, August 4, 2023, at the Wilson Center. Additional details will be forthcoming.

Trustee Tour

A tour was held for Trustees on June 12. The tour encompassed the Downtown & North campuses. Mr. Guy stated that he was very impressed with the tour that encompassed many areas of the College. In addition, he would like for anyone who does not know about the wonderful programs and the positive things that are going on at the College to take a tour.

President's Goals

A MOTION was made by Mr. Barfield and seconded by Mr. Collins to approve the President's Goals for 2023-2024 as presented. Motion carried unanimously.

The goals for 2023-2024 for President Morton are as follows:

Goals

I. Goal: Improve Student Enrollment

Objectives:

- i. Enhance recruiting efforts
- ii. Improve relationships with middle schools, high schools and universities
- iii. Increase and expand program/course offerings

II. **Goal: Improve Student Success**

Objectives:

- i. Improve Student Wraparound Services
- ii. Build student support through business relationships and partnerships
- iii. Increase scholarship funding

III. **Goal: Improve Partnerships with Business and Industry**

Objectives:

- i. Collaborate to determine training needs
- ii. Create more program partnerships
- iii. Create more apprenticeship opportunities

IV. **Goal: Diversity**

- i. Improve Recruiting Initiatives
- ii. Address Enrollment Barriers
- iii. Improve Community Engagement/Partnerships

PRESIDENT'S REPORT

President Morton reviewed the following report.

Wilmington Biz Power Breakfast

Attended the Wilmington Biz Power Breakfast and served on a panel with other community leaders during the quarterly gathering on June 29. The discussion focused on the demand for healthcare in our region and plans to expand the workforce, facilities, and availability of health care in our community.

CFCC Career Academy

Career Academy camps are once again being offered to select area middle schools that are traditionally underserved. The camps are being held July 10-21 and July 24 – August 4. Approximately 300 students will participate in hands on projects in various programs at the North and Downtown campuses. This program is free for participating students through a legislative grant pioneered by state Senator, Michael Lee.

EdNC's Perspectives Article

Wrote an article for EdNC.org on CFCC's Career Academy summer camps. The published article, titled, "Perspective - Unlocking futures: Empowering middle schoolers through career exploration" highlights how learning by career exploration is one of the easiest and most effective ways to introduce students to potential career pathways.

Pathway Home 2 Grant

Since its inception, Pathway Home 2 is a grant funded through the Department of Labor designed to assist with the reduction of the recidivism rate and assist individuals with the attainment of credentials. Currently, we serve 216 participants. The state average rate of recidivism is 49% while our current rate is 16% which matches our goal. A program audit, reviewing our financial practices with the grant was completed June 20 - July 3 without any findings.

Resume Lab

The Resume Lab is a new service offered by CFCC designed to assist everyone in the community, free of charge, to update and craft professional and impactful resumes, empowering them to excel in their careers. The lab also provides one-on-one assistance with job research and cover letters. Individuals receiving services from the Resume Lab have the chance to learn more about CFCC programs and career transition and development opportunities.

Student-Athlete Graduates

CFCC's Spring Commencement had the largest graduating class of student-athletes in program history. Thirty-three students walked across the stage on May 12, representing 89 percent graduation rate of athletic graduates.

N3CSDPA Summer 2023 Conference

CFCC hosted the North Carolina Community College Student Development Personnel Association (N3CSDPA) Summer Conference June 22-23. The organization serves as a resource and support to entry and mid-level Student Services personnel from across the 58 community colleges (admissions, counselors, advisors, recruiters, disability services, etc.) in the state. Sabrina Terry, CFCC's VP of Student Services, serves as the President.

BLET and Electrical Line Worker Graduations

The BLET and Electrical Line Worker programs held graduation ceremonies in June. The BLET program graduated 48 students and the Electrical Line Worker program had 43 graduates.

2023 Collegewide Planning Retreat

CFCC held its annual collegewide Planning Retreat June 22. The main focus was for faculty and staff from all areas of CFCC to gather and provide input for the College's next Strategic Plan. Areas of discussion were Career and Technical programs, Continuing Education and Workforce Development, Health and Human Services programs, University Transfer program, Student Services, and the Business Office.

Small Business Summit

CFCC's Small Business Center hosted its inaugural Small Business Summit May 20 which included a market fair, free professional headshots for all small business owners and a full day of workshops. This one-day event aimed at empowering local entrepreneurs and small business owners. There was a strong turnout with 50 vendors and 162 attendees.

Nixon Leaders Center Event

CFCC's Nixon Leaders Center hosted an event on June 19 featuring guest speaker, Sonya Patrick. Ms. Patrick shared her powerful insights and experiences with the CFCC community to highlight the significance of Juneteenth.

CFCC and Food Bank of Central & Eastern North Carolina Partnership

CFCC and the Food Bank of Central & Eastern North Carolina are partnering to offer eight individuals a scholarship to participate in a ten-week Culinary Fundamentals course. The scholarship covers the full cost of all registrations and fees, uniform, and knife kit. Participants also receive a weekly stipend of \$200 and a food box containing fresh produce and shelf-stable

non-perishables. This partnership seeks to provide individuals who are unemployed, under-employed, justice-involved, and/or food insecure with an opportunity to learn fundamental skills and techniques needed to have a successful career in the food industry.

Launch of Upward Bound Program

The CFCC Upward Bound program is designed specifically for motivated Pender High School and Heide Trask High School students who demonstrate the potential for success but may face economic and social barriers to pursuing higher education. Eligible students must demonstrate a financial need or be a first-generation-to-college student. This initiative aims to provide students with the necessary tools, resources, and support to excel academically and pursue higher education opportunities.

Construction Academy

CFCC is offering a 10-week course designed to provide students a comprehensive understanding of the construction industry and equip them with the skills needed to succeed. The academy runs from June 19 to August 30.

Summer Camps

First Responder Academy

First Responder Academy, provided by our Public Safety department, is a new program available for students ages 13-16 and will be held July 19-22 at North Campus. Throughout the week, campers will gain experience with EMS, Fire Safety, and Law Enforcement Training.

Movie-Making Camp

CFCC's Film & Video department hosted Movie-Making Camp which was held June 26-28 for students ages 13-16. This summer career exploration camp taught the process of movie-making from original concept to an edited short film.

Chemical Technology Camp

The Chemical Technology program hosted local area high school and college students for its annual CT camp June 19-23. Students participated in a daily lecture on how chemistry connects to their everyday lives, covering topics ranging from drinking water to cosmetics; they then carried out their own lab experiments using CFCC's industry standard equipment not available to many local area high schools. They learned about the wide variety of opportunities in STEM fields while practicing real-world science.

Mental Health First Aid Training

CFCC's Student Services division completed a comprehensive Mental Health First Aid training conducted by several staff members in our Counseling department who are certified Mental Health First Aid Instructors. This initiative is part of CFCC's ongoing commitment to its student population's well-being and mental health. So far over 100 individuals have been certified to respond to mental health crises. Beginning on July 1, this training is being offered for all faculty, staff, and students in an on-going capacity.

NC Blueberry Festival

CFCC had an extremely high-level of interest at the NC Blueberry Festival in Burgaw June 16-17. Over 20 staff and faculty volunteered for 13 hours of the festival which garnered over 40,000 attendees. Team members included faculty from multiple CTE programs, EWD staff, and Student Services staff. Representatives engaged with the public about our programs and services and collected interest cards from prospective students and parents.

CFCC Nurse Aide Student Wins SkillsUSA Competition

McKenlea Horrell, a dual enrollment student performed against other high school students across North Carolina and secured first place in the SkillsUSA North Carolina State Conference for Nurse Assisting. She recently graduated from Pender High School and received her Certified Nurse Aide (CNA) certification from CFCC. Ms. Horrell competed in four skill sets that demonstrated quickness and proficiency.

DREAMS Center for Art Education

CFCC and the DREAMS Center for Art Education have partnered to provide a one-month art education experience for aspiring graphic designers. DREAMers, ages 15-17, spent three days a week throughout the month of June training in graphic design and illustration fundamentals, all while learning the necessary skills to explore and create graphic imagery.

Enrollment

Enrolment up 3 percent for fall. FTE funding for this year is up 3.7 percent over last year.

CFCC 2023-2026 Accountability and Integrity Plan, Economic and Workforce Development

A MOTION was made by Mr. Barfield and seconded by Ms. Sewell to approve the 2023-2026 Accountability and Integrity Plan for Economic and Workforce Development as presented. Motion carried unanimously.

Introduction: Accountability and Integrity Planning for Workforce Continuing Education

Accountability within the North Carolina Community College System's (NCCCS) Workforce Continuing Education division encompasses an array of concepts including governance, institutional values, programs, industry sectors, and community partners. The NCCCS is mandated through the State Board of Community College Code (1B SBCCC 400, 1D SBCCC 300.4) to review the programs provided, ensuring that occupational training is relevant to the workforce, responsive to training needs, and utilizes state funds responsibly. In addition to SBCCC requirements, colleges are responsible to a number of external agencies for maintaining documentation regarding program compliance. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies, and various grant entities.

The following document outlines the Accountability and Integrity Plan for Cape Fear Community College's Economic and Workforce Development Division. The plan has been adopted based on a state-wide accountability model in which all North Carolina Community Colleges have had some input or representation. This plan is a local plan and will be monitored and reviewed at least twice

per year and as needed by the internal Economic and Workforce Development Division. The plan will also be reviewed for approval every three (3) years by the CFCC Board of Trustees.

The plan adheres to the CFCC Strategic plan in an effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance.

The document supports accountability requirements to monitor and support internal control processes and best compliance practices. Due to the number of changes for Workforce Continuing Education at the state level, CFCC has decided to place a heavy emphasis on compliance measures for state budget reporting. The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Demand.

For each area, goals, and objectives are outlined that support the mission of both the NCCCS and CFCC to enhance student success through the delivery of viable high-quality workforce training programs.

This document provides a list of objectives for the Accountability and Integrity plan for the 2023-2026 academic years; additional objectives will be added and assessed as CFCC, determines, and develops additional accountability measures and processes as needs arise.

ACCOUNTABILITY AND CREDIBILITY POLICY AND GUIDELINES (VISITATION PROCESS)

I. ON-SITE VISITS TO EACH CLASS

It will be the responsibility of each Director and/or administrative designees to visit at least fifty percent of off-campus and online classes and twenty-five percent of on-campus classes within their area of supervision. The purpose of these visits will be to confirm the existence of classes reported and to ensure that instruction is consistent with the purpose of the course being presented. The visit will be officially recorded by signing and dating the Class Visitation report. If concerns are noted, the Class Visitation Report will be detailed and the appropriate Director notified of discrepancies. It should be noted that verification visits may occur at any time during the duration of a course. Each Director or administrative designee will be responsible for completing the Accountability Plan Term Report at the end of each term and submitting it to the Vice President of Economic and Workforce Development and or his/her designee.

All new faculty will be evaluated by their immediate supervisor during their first term of employment. All full-time and part-time instructors will be evaluated annually. Instructor classroom evaluations will be documented by use of the Classroom Visitation Form annually with official copies being made available for the instructor. Opportunities for improvement will be shared with those instructors found to be lacking in teaching effectiveness, and follow up assessment by administrators will be made to determine if improvements have been implemented.

The Vice President for Economic and Workforce Development and or his/her designee will conduct unannounced class visits throughout the term and will complete the Class Visitation report for documentation. A standard of **ten percent** of online and off-campus classes will be used as a minimum requirement for visitation. Copies of these reports will be forwarded to the appropriate Director for review, filing, and for follow-up activity. Each year the Vice President of Economic and Workforce Development will present class visitation reports to the Board of Trustees.

II. ONLINE CLASS VERIFICATION

It will be the responsibility of each Director and/or administrative designees to verify 100% of all online/hybrid/blended course offerings by running class activity reports after the census date and again prior to the end date of the class.

III. INSTITUTIONAL APPROVAL PROCESS FOR CONDUCTING A CONTINUING EDUCATION CLASS

1. The Vice President of Economic and Workforce Development and or his/her designee will be responsible for approving the establishment and offering of all CE Economic and Workforce Development classes, Articulation agreements with Curriculum, and for the approval of all new instructors.
2. The Directors and/or an administrative designee will be required to notify the Vice President of Economic and Workforce Development and or his/her designee of all new or unique programs that may be pending, and have authorization from the Vice President of Economic and Workforce Development and or his/her designee prior to the beginning date of each new class. Requests for the origination of these courses should be supported by a course outline, the purpose of the course, qualification of the instructor, financial viability, industry input and identification of the proposed target audience.
4. To maintain excellence within the classroom, it will be the responsibility of the Director and/or administrative designee for Corporate and Continuing Education to evaluate all classes on a regular basis.

The Economic and Workforce Development Division will measure progress made in achieving these educational goals through staff development workshops, regularly scheduled faculty training activities, and with input from advisory boards representing various aspects of the community. An annual review and evaluation of the Strategic Plan will indicate if these goals are being targeted.

5. Student class surveys provide the Economic and Workforce Development Division with data necessary to affect change within the instructional areas of the classroom.

IV. INSTITUTIONAL RESPONSIBILITY FOR ACCURACY IN REPORTING PRACTICES IN ECONOMIC AND WORKFORCE DEVELOPMENT PROGRAMS

The CE Economic and Workforce Development Division has developed this plan. The plan has been approved by the Executive Leadership of the College. Upon approval by the local and state boards, the President will ensure that the internal plan will be properly maintained and reviewed, and that the College will comply with its procedures.

A. Governance Priorities

Governance Priority, as defined by CFCC our courses, will be measured in terms of ensuring fiscal responsibility, accountability, and financial stability. This will be monitored by addressing the following:

1. Monitor current spending, forecast future funding requirements, and sustain financial stability. Monitoring will occur quarterly by viewing Clarity budget reports, working with the CFCC Business office on a term basis and by providing feedback for mid-year budget revisions.
2. Consolidate/combine operations, when possible, to create efficiencies in operations. This will be done by improving electronic processes/procedures across the division (internal/external) through the use of online time and pay records. Continued use of shared drive for resource sharing, online record depository, online web-attendance and increased online/hybrid course offerings. cross training personnel in records and registration and instructional operations.
3. Continue to monitor internal compliance by following State Board Code and General Statutes.
4. Review changes to programs as indicated by NCCCS and make changes as needed to programs that meet new SBCCC changes.
5. Review class visitation sheets.

B. **Academic Integrity**

Academic Integrity will be measured in terms of monitoring program quality through faculty and performance, professional development, NCCCS performance measures, and other student outcomes defined by the College.

1. All credentialed faculty and staff should be encouraged to attend annual, regional, and state level training to stay current with each of their respective accrediting bodies. This also includes monitoring and meeting each accrediting body's standards during site visits.
2. Licensure pass rates, the number of completers, LEIS data (CCR), will be compiled annually by Directors and their administrative designees. Areas that score at/or below the state level will be required to meet with their teams and develop a plan to monitor and enhance student performance and faculty training and address the following items:
 - Follow up with credentialing agencies about individual scores and monitor instruction.
 - Create action plans to address student and instructor performance with measurable goals.

C. **Market Demands**

CFCC defines market demands as a heightened focus on workforce preparedness. This will be monitored through support for economic initiatives at the local and state level, responding to student needs, and expanding our capacity to serve the community, agencies and industries.

1. CFCC's Economic and Workforce Division will focus on workforce preparedness supporting economic development initiatives by analyzing Workforce Continuing Education programs with the assistance of local industries. Modifications to course offerings/content to meet the changing needs of the workforce will be documented and monitored for success. CFCC will implement employer and student surveys to assess effectiveness of training provided to individual agencies or industries CFCC will also host partnership meetings and or advisory meetings regularly in which training ideas are shared.
2. To increase student outcomes, CFCC will partner with the community, organizations, and employer advisory committee members and donors to connect students to potential employers.
3. The EWD division will expand its capacity to serve the community, agencies, and industries. The CFCC Economic and Workforce Development Division will tap into various target markets to diversify training and enhance training opportunities by offering Pre-Apprenticeships and Apprenticeships in specified areas and enhance marketing efforts to

reach a diversified student population.

The College President, having overall responsibility for college administration. The offices of the Vice President for Economic and Workforce Development and the Associate Vice President of Economic and Workforce Development have developed this plan for Accountability and Integrity. Upon approval by the local and state boards, the President will ensure that the internal audit plan will be properly maintained and reviewed. The President will also ensure that the College will comply with its procedures. Term reports will be presented to the College President through the Vice President of Economic and Workforce Development of all activities that have been accomplished to maintain the institutional Accountability and Integrity Guidelines.

Jim Morton
President
 Cape Fear Community College

Bill Cherry
Chairman, Board of Trustees
 Cape Fear Community College

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

President Morton reviewed the following information.

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction - complete 8/23
2	N Building Roof Replacement	\$ 39,062.00	\$ 219,980.00	\$ 1,236.20	\$ 260,278.20	\$ 402,000.00	\$ 141,721.80	Construction - complete 8/30/2023
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
6	Marine Tech S209 Aquarium Room Upgrades	\$ -	\$ 62,664.00		\$ 62,664.00	\$ 67,000.00	\$ 4,336.00	Construction - complete 7/23
Completed Projects						\$ 267,200.00	\$ (5,620.02)	
Category Totals						\$ 2,087,000.00	\$ 198,660.39	

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

State Capital Improvement Infrastructure Funds (SCIF)

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$240,951.00	\$2,506,119.00	\$152,915.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,781,725.00	\$68,075.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Construction Bid Opening July 13, 2023

G Building Construction Bid Approval

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of the G Building Construction Bid in the amount of \$1,020,500.00 for Stonehenge Building, Inc. Motion carried unanimously.

H Building Renovation Phase 1

H Building Health & Human Services Renovation Phase 1 (319 N. 3rd St.) - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	H Bldg Health and Human Services - 319 N. 3rd St. Upfit - Phase 1	\$187,123.00	\$1,750,500.00	\$62,300.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under construction - completion 12/2023

3-1 319 N. 3rd Street

A MOTION from the Facilities and Equipment Committee recommends approval of the Board of Trustees of the 3-1 Phase II capital improvement project of 319 N. 3rd Street in the amount of \$9,154,180.00. Motion carried unanimously. Tentative completing by end of Fall 2025.

Naming Policy Revisions

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees to approve the Naming Policy Revisions as presented. Motion carried unanimously.

Policy on Naming College Facilities

Original Version Adopted January 21, 2010

This Draft Version Revised ~~March 2017~~ July 2023

I. Purpose

A. Authorization. Cape Fear Community College (the “College”) is authorized by Section 115D-20(5) of the North Carolina General Statutes "to receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent" with the College's goals and state law. Furthermore, the College has established the Cape Fear Community College Foundation (“Foundation”) to raise funds for the College and to generally support the College through financial and other contributions. The Board of Trustees, in its sole discretion, may recognize a financial donation or other significant contribution to the College or the Foundation by naming a building, addition to a building, space in a building, outdoor space (such as a garden, court, plaza, or maker), street, and other tangible and relatively permanent feature (collectively, the "Facilities") located on College property after the donor or in accordance with the donor's desires.

B. Fair and Full Consideration. This policy should ensure that appropriate consideration is given to naming possibilities. The history of the College and issues of consistency and fairness will be taken into account during such consideration. Naming decisions and the honor associated with them must be fitting and of value for all parties involved.

II. Responsibilities

A. The Board of Trustees is responsible for naming College Facilities. The Board of Trustees may delegate approval authority to the President as allowed by this policy. Absent such delegation of authority, the Board of Trustees shall review naming recommendations and accept or reject such recommendations ~~in~~at its sole discretion. The Board of Trustees hereby delegates to the President the authority to approve without review by the Board of Trustees any naming opportunity that involves a total donation of ~~\$10,000~~ \$100,000 or less.

B. The President is responsible for recommending Facility naming contribution amounts and specific naming opportunities to the Board of Trustees. The President may delegate the review and administration of naming opportunities to the Executive Director of the Foundation or designee.

C. The Facilities Committee of the Board of Trustees is responsible for reviewing the President's naming recommendations prior to submission to the Board of Trustees. Such review may include any factors the Facilities Committee believes prudent. The Facilities Committee may, in its sole

discretion, approve the President's recommendations and forward such recommendation to the Board of Trustees.

D. The Foundation is responsible for identifying and cultivating naming opportunities and administering the naming process. All naming opportunities shall be approved by following the guidelines outlined in II.A. above.

III. Naming Categories

A. Naming in Recognition of Distinguished Service. This naming category recognizes individuals who have attained achievements of extraordinary and lasting distinction for the benefit of the College. Generally, this category will honor individuals who have had direct, substantial, and active association with the College. A financial donation to the College is not required for this naming category.

Employees may be honored in this category provided such honor is bestowed at the end of the individual's service to the College.

B. A gift of monetary value appropriate to the Facility. This category recognizes donors who have made substantial financial contributions to the College or the Foundation. The term “donors” includes individuals, corporations and other organizations. Naming opportunities in this category may reflect the names of individuals, families, organizations, foundations, corporations, or memorials as requested by donors.

IV. Naming Standards

A. Benefit to the College. Naming recognitions must enhance the reputation and prestige of the College. Individuals, memorials, corporations or organizations proposed for Facility naming should have a positive image and demonstrated integrity that is consistent with the College's mission.

B. Corporate or Organizational Naming. Corporate or organizational naming of facilities shall be term-limited up to twenty years as articulated in the signed naming agreement unless approved as an exception by the Board of Trustees. Signage reflecting a corporate or organizational naming must conform to all CFCC branding guidelines and may not include the organization's logo or other branding components.

BC. Final Approval. Prospective donors or honorees must be advised that a naming opportunity is not guaranteed and is not final until approved by the Board of Trustees. Such donor and honorees must be provided a copy of this policy prior or as soon as practicable, after a naming opportunity is discussed.

CD. Pledge and Payment Shortfalls. A naming conferred in recognition of a pledge shall be contingent upon fulfillment of that pledge. A naming opportunity may not be finalized and placed on a Facility until at least 50%60% of a pledge is fulfilled. The College reserves the absolute right to rescind a naming if at any time the pledge is determined by the College to be fully or partially unfulfilled, subject to any terms in the signed naming agreement for that pledge. Should the

College rescind a naming due to an unfulfilled pledge, the College shall be under no obligation to return any portion of the pledge already paid to the College by the donor, per the signed naming agreement.

~~Thereafter, if the donor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be rejected or, if the naming has already occurred, the naming may be revoked by the Board of Trustees after a pro rata period of time that reflects the number of pledge payments made, given the estimated useful life of the building or the term of years covered by the Facility naming agreement, as applicable. The Board of Trustees may revoke a bestowed naming if a planned gift upon which the naming was based is not realized at the value expected by the College.~~

~~**DE. Planned Gifts Insurance Policies.** A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement. Irrevocable planned gifts may be eligible under certain circumstances for a Facility naming upon Board of Trustees approval. A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement.~~

EF. Recognition Costs and Name Changes. All initial costs of signage initiated by a gift of monetary value are the responsibility of the Foundation. If a donor or honoree requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the Board of Trustees will consider the request, but the request may be denied in the discretion of the Board of Trustees. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense.

FG. Facility Repurposing. The duration of a donor's or honoree's name on any Facility ordinarily continues for as long as the Facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or program, the Board of Trustees may deem that the naming period has concluded. The appropriate College representative will make all reasonable efforts to inform in advance and in writing the original donors or honorees or their surviving family members when the naming period is deemed to have concluded, but actual notice and consent from such donors or honorees is not required. The College may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

GH. Naming Procedures. The President may establish regulations and procedures reasonably required to implement this policy. Such regulations and procedures must include the following provisions.

HI. Recognition Formula. The amount of money required for naming Facilities generally will be based on a per square foot formula as determined by the President in his/her discretion. The formula is based on the calculation of the net usable square footage of a particular facility divided into the cost of construction or renovation to determine the net per square foot cost times the net usable square feet of a specific area or room. After the number is established, 10% of the total will

be used as the minimum monetary gift amount. This formula may be modified depending on the facts and circumstances involved. In addition, high visibility interior and exterior spaces (such as lobbies, libraries, auditoriums, laboratories, athletic venues, walkways and plazas) should be weighted for desirability and therefore may have a higher donation requirement than the figure determined by the standard formula. The degree of weighting will depend on the attractiveness of the opportunity. Any deviation from the standard formula must be reported to the Facilities Committee as part of its review of the naming opportunity if less than stated amount.

Gifts given for a facility naming opportunity will be used to support capital improvements to the facility or, if the facility is not in need of capital improvements, the gift may support other college needs as designated by the signed naming agreement and approved by the Board of Trustees. A donor's gift can only be used for one naming opportunity.

IJ. Prior Commitments. Naming commitments made by the College or Foundation prior to May 1, 2014 shall be honored.

JK. Nominating Process. The Foundation's Executive Director and the President ~~is~~ **are** charged with determining whether a proposed person is appropriate for recognition prior to submitting ~~a~~ **the** recommendation to the College Board of Trustees for final approval. A profile of the donor and/or ~~of~~ the honoree, ~~the profile of the distinguished member of the College community, intended use of donated funds,~~ and information about how the gift will be paid must be provided. ~~A written statement of intent from the donor must be made prior to the full Board of Trustees being asked to approve the naming.~~

KL. Background Check. Criminal, financial, or other background investigation may be performed on any person, corporation, organization, or other memorial who is not already well established with the College or may reasonably raise questions about the College's naming recognition at the digression of the President or Board of Trustees.

LM. Revocation of a Naming. If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interests of the College, the naming may be revoked. If a person, corporation, organization, or other memorial for which a Facility is named is involved in a public instance of criminal misconduct or other moral turpitude that significantly damages or otherwise diminishes the reputation or standing of the College, the Board of Trustees may in its sole discretion remove the name from the Facility. The reasons for such removal must be documented. The College shall not be obligated to return any donation accepted for a naming opportunity that is revoked according to this section.

MN. Review of Documents. The Facilities Committee shall receive a report from the Foundation's Executive Director with details about any proposed naming agreement, including without limitation a biography or other background material, not limited to criminal or financial background, that explains how the naming opportunity benefits the College and enhances its reputation, and any other documentation or material it may request.

O. Due Diligence. Additional due diligence may be taken to avoid any appearance of commercial influence or conflict of interest in certain circumstances including facilities named for: corporations, organizations, public officials, or other state employees concerned with the function or oversight of the College.

NP. Facilities Committee Role. Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

OQ. Closed Session Review. Naming opportunities shall be discussed in closed session of the Facilities Committee and the Board of Trustees to ensure that the honor is not prematurely announced. Final approval of the naming opportunity shall occur in open session, but a rejection or decision to not proceed with a naming opportunity is not required to be considered by the Board of Trustees in open session.

PR. Announcement. Naming opportunities must not be announced to the public prior to approval by the Board of Trustees. If a naming opportunity is not approved or does not otherwise occur, the documents related to the naming opportunity are public records, but College staff should not publicize or discuss the naming opportunity outside of their official duties.

QS. Review and Updating. This Policy shall be reviewed periodically by the College and Foundation with all recommended changes requiring approval by the President and Board of Trustees.

NCDOT EASEMENT

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the temporary construction easement and a permanent drainage easement located on the North Campus at Blue Clay Road. Motion carried unanimously.

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

State Budget Revision

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for a decrease of \$68,779. President Morton reviewed the item on the report including a FTE revision of \$18,375 non-compliant hours. In addition, President Morton stated the new compliance team has already taken steps to correct these errors that happened in 2022. Motion carried unanimously.

Student Accident Insurance

Mr. Morton reviewed the Student Accident Insurance for 2023-2024. No items were of concern.

State Budget Summary

The State Budget Summary reported 95.74 percent of the budget has been expended as of June 2023.

County Budget Summary

The County Budget Summary reported 100.19 percent of the budget had been expended as of June 2023.

Institutional Funds Update

Mr. Morton reviewed the June, 2023 report. No items were of concern.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

A Motion from the Administrative and Personnel Committee recommends approval of the Foundation Policy Revisions as presented. Motion carried unanimously.

FOUNDATION POLICY REVISIONS

Gift-in-Kind Policy

Approval Authority: **Executive Director, Cape Fear Community College Foundation**

Policy Type: **Gift Acceptance**

Policy Owner: **Executive Director, CFCC Foundation**

Responsible Office: **Cape Fear Community College Foundation**

Revision History: **Updated: April 11, 2018 July 20, 2023**

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REASON for creating policy or most recent change:

Policy is created to clarify the policy requirements and update the procedures.

1. Clear definition of the gift-in-kind policy
2. Technology Devices/Software Gift-in-Kind minimum donation guidelines

Purpose

The purpose of this policy is to ensure that the Foundation and/or the College accept only items that are useful to Cape Fear Community College (CFCC) and that the items are used as the donor intended.

Policy Statement

A gift-in-kind donation may be accepted with a gift-in-kind donation form and Program Director’s signature, and forwarded to the CFCC Foundation with evaluation or approval by the Executive Director of CFCC Foundation.

There are additional signatures required if there are financial costs to CFCC involved with receiving the gift and are indicated on the gift-in-kind form.

REPORTING AND TRACKING GIFTS-IN-KIND

The ownership of all gift-in-kind donations may be transferred from the CFCC Foundation to the College upon receipt. The gifts-in-kind will be reported and tracked through the Foundation’s or College’s financial statements and asset reporting systems.

DISCARDING, DONATING AND SELLING GIFTS-IN-KIND

If a gift-in-kind no longer meets a specific or requested need and does not support the CFCC mission and strategic plan, then the College must follow its policies for discarding property.

CFCC is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within ~~two~~ three years of receipt by the CFCC Foundation where the charitable deduction value of the item was ~~\$5,000 or greater~~ greater than \$500. CFCC must file this form within 125 days of the date of sale or disposition of the asset.

TRANSFER OF GIFTS AND EQUIPMENT FROM FOUNDATION TO COLLEGE

Gifts-in-kind made to the Foundation and equipment purchased with Foundation funds or grant funds administered by the Foundation may be transferred to the College upon receipt and placed on the College inventory.

CHARITABLE VALUE OF GIFTS-IN-KIND

The Foundation cannot establish monetary value for gifts according to IRS Publication 561. The donor must establish the fair market value, as indicated in the publication, and list it on the gift-in-kind donation form.

For gifts valued at \$5,000 or more, the donor must provide, at their cost, a qualified appraisal of the gift and submit Internal Revenue Service (IRS) form 8283 to the IRS.

It shall be the responsibility of the donor to secure an appraisal when required, and independent legal counsel, if necessary, for gifts made to the CFCC Foundation.

Vehicle Contributions - The CFCC Foundation will comply with IRS Publication 4302 concerning gifts of vehicles. If a donor contributes a vehicle and claims the value of the vehicle is more than \$500, the CFCC Foundation is required to provide a written acknowledgment to the donor, such as Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes. The acknowledgement must include the donor's name and taxpayer identification number, the vehicle identification number, the date of the contribution, a statement that no goods or services were provided by the charity in return for the donation, and a statement about what the CFCC Foundation and/or the College intends to do with the vehicle.

Unacceptable Gifts

The CFCC Foundation reserves the right to refuse any gift that is not consistent with the mission and goals of Cape Fear Community College.

1.0 Responsibilities

All employees and volunteers are expected to fully comply with the gift-in-kind policies. CFCC employees will be informed of the gift policies by notification of posting on the Foundation's website and a summary inclusion in the CFCC Employee Manual.

2.0 Procedures for Staff

The following steps should be followed:

1. The person (thereafter called "donor liaison" – could be a member of the faculty or staff) determines if gift meets a specific or requested need and clearly supports the CFCC mission and strategic plan. The following should be considered prior to acceptance:

a) The cost of maintenance, cataloging, delivery, insurance, display and any space requirements for exhibiting or storage.

b) Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift.

c) All gifts of real estate or items of questionable use must be presented to, and approved by the Board of Trustees prior to acceptance. Environmental and legal issues may need to be reviewed by appropriate professionals prior to the Boards' decision to accept the gift. A Phase One environmental impact study may be required and paid by the donor within one year.

d) Arrangements should be made about delivery of gifts-in-kind directly to the Foundation. Arrangements prior to delivery include agreement with the donor regarding costs of packing, freight charges, etc., which are usually the responsibility of the donor.

e) If the gift is technological equipment, please see gift-in-kind technology section.

2. To decline the gift:

a) The donor liaison will inform the donor, provide an appropriate explanation, and thank him or her for considering the College.

b) Depending upon the sensitivity of the situation, this contact can be handled by the donor liaison's supervisor and/or the Executive Director of CFCC Foundation.

3. To accept the gift:

a) The donor liaison will provide the donor with a printed or electronic copy of the gift-in-kind donation form. The donor should complete and return the form to the donor liaison.

b) The donor liaison gets the completed form from the donor, gets the appropriate signatures, and returns it to the CFCC Foundation

3.0 Technology Devices/Software Minimum Gift-in-Kind Guidelines

There can be hidden costs associated with donated equipment. This includes increased time for service, costs of parts, purchase of software or operating system licenses, infrastructure changes, as well as other factors. Therefore, acceptance of donated technology carries with it the obligation of CFCC tech support.

To ensure donated equipment can be properly maintained by CFCC staff, Information Technology has developed minimum donation guidelines. Following these guidelines helps us preserve equipment consistency across the school and safeguards the networks that serve the needs of CFCC students, teachers, and staff.

Gifts-in-kind must fulfill a stated need of one or more college departments and be approved by IT Services or Facilities personnel to ensure compliance with existing infrastructure.

All technological equipment accepted into the Cape Fear Community College environment must meet the minimum standards of the college some of which are Microsoft or Apple operating system (include processing speed), full licensed product for software installation (include COA – Certificate of Authenticity, software and publisher information), etc. Check with IT if there are any questions prior to completing a Gift-in-kind form.

This information is to be reviewed by Information Technology Services, as the Director’s signature is required prior to acceptance of the gift.

Summary and Approvals

Approved by CFCC Foundation Council – 4-12-18i

Approved by CFCC Foundation Board of Directors – 4-19-18

Approved by the CFCC College Council – 1-9-19

Approved by the CFCC Board of Trustees – 1-24-19

FOUNDATION PROPOSED POLICY

A MOTION from the Administrative and Personnel Committee recommends approval of the Foundation Proposed Policy as presented. Motion carried unanimously.

CFCC Foundation Unrestricted Fund Expense Policy

Purpose

Gifts of unrestricted dollars from donors are an invaluable resource to Cape Fear Community College and the CFCC Foundation. Unrestricted funds give the CFCC Foundation the ability to remain flexible in responding to ever-changing student and community needs. Unrestricted dollars are not intended to be used to circumvent the requirement for a prudent spending process.

Decisions regarding the use of unrestricted funds are always made with one question in mind: “If I called the donor and asked him or her for permission to spend their money in this way, would the donor approve?”

All CFCC Foundation expenses are subject to audit by the College and the public. Expenses must be properly documented, reasonable in scope, related to College business, and comply with the donor’s intent for use of the funds.

This policy applies to use of the CFCC Foundation unrestricted fund for expenses other than compensation of personnel. It identifies valid business purposes for non-compensation expenses and the types of expenditures that are permissible. This policy provides criteria for determining a Permissible Expense and provides examples of common expenses.

I. Unrestricted Funds may be only used by the CFCC Foundation in support of:

- CFCC students,
- Educational programs,
- College operations, or
- Activities deemed of value to the goals of the CFCC Foundation.

An expenditure of unrestricted funds for one of the purposes above must be:

- **Necessary** to perform a valid business purpose fulfilling the mission of the College or CFCC Foundation;
- **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense commensurate with its purpose. The determination of reasonableness of the dollar amount of an expenditure must consider relevant factors including the purpose, the context, and the circumstances surrounding the expenditure; and
- **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose, with the primary benefit to the institution and its students, not an individual employee's personal benefit.

Expenditures of Unrestricted Funds must comply with federal and state laws and regulations. All expenditures must also follow Cape Fear Community College procurement policies, procedures, and guidelines in effect at the time of the expenditure.

A. Permissible Expenses

The following list highlights examples of expenditures that generally are permissible, but it does not identify every expenditure that is permissible.

- CFCC Student support:
 - Student scholarships: When needed, the CFCC Foundation may award scholarships with unrestricted funds. All such expenses must be processed using the existing scholarship applicant database and scholarship awarding process, and all scholarships must be approved by the CFCC Foundation and Financial Aid. Scholarship expenses must adhere to federal, state, and College guidelines for financial aid.
 - Emergency support: when needed, the CFCC Foundation may award emergency support to students with unrestricted funds. All such expenses must be evaluated and awarded using the existing Emergency Fund process and must be reported to Financial Aid.
- Educational Program support:

- Through faculty and staff Mini-Grants, the CFCC Foundation utilizes unrestricted funds to support educational programs throughout the College with unbudgeted needs. The purpose of Mini-Grants is to positively impact the college and its students, enrich the educational experience of CFCC's students, and/or better equip faculty and staff to fulfill their role of serving students at the college.
 - Permissible expenses for Mini-Grants are outlined in the published Mini-Grant criteria on the CFCC Foundation website, and all Mini-Grants are reviewed and approved by the CFCC Foundation.
- College Operational support:
 - Reasonable expenditures for employee gatherings or recognitions that are intended to foster relations among employees and/or celebrate goal accomplishment are generally permissible. Note that cash or cash equivalent gifts/awards are treated as compensation as taxable and are generally not permissible.
 - Institutional memberships to professional associations directly related to the work of the CFCC Foundation are generally permissible.
- Support for activities deemed of value to the goals of the CFCC Foundation:
 - Fundraising events: facility fees, decorations, refreshments, meals, and entertainment for prospects and donors with the goal of raising additional funds to support the College is generally permissible.
 - Ticketing and travel costs at functions where CFCC Foundation staff represent a meaningful presence and aid in furthering the goals of the College are generally permissible.
 - Gifts to donors are permissible if the cost is reasonable, equitable and commiserate with donor giving level.
 - Contributions to outside organizations are permissible if they further the mission of the CFCC Foundation and/or are in lieu of a sympathy gift. The limit on memorial gift donations to outside organizations is \$50.
 - If unrestricted funds are used to support or sponsor events hosted by third party organizations consistent with the mission of the CFCC Foundation, such as business or philanthropic fundraising events, it is preferable that CFCC Foundation contributions be earmarked for programming rather than entertainment, food, or beverages.
 - If schedules require that meetings be held during a meal time, the reasonable cost of the meal is a permissible expense. Documentation to support a meal expense must include the time, date, location, a list of attendees, and the business purpose of the meeting.
 - Coffee, tea, bottled water, and snacks made available to CFCC Foundation visitors, including donors, volunteers, and students, are permissible expenses.

B. Non-Permissible Expenses

Non-permissible expenses must not be paid or reimbursed from unrestricted funds and will be paid out-of-pocket by the employee. The list below highlights expenditures that are generally not permissible, but it is not intended to identify every non-permissible expenditure. CFCC staff are encouraged to seek clarification prior to expending unrestricted dollars.

- Employees must initially seek reimbursement or payment for expenses from the College using any available and appropriate state funding prior to expensing items from the unrestricted fund.
- Travel/meals to a non-work-related event are not permissible.
- Personal or routine expenses: Expenses such as child care, pet care, home cleaning services, routine in-office meals/snacks, supplies, car maintenance, or other expenses that do not directly support the work of the CFCC Foundation are not permissible.
- Expenses that confer a personal benefit upon the individual authorizing the expenditures are not allowable.
- Fines for moving or non-moving violations (e.g. parking tickets) or late fees are not permissible.
- Individual Memberships: Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are not permissible.
- Political contributions of any type, both cash and other forms of support, are not permissible.
- Other expenses deemed by the Executive Director of the CFCC Foundation to be contrary to donor intent are not permissible.

C. Exceptions

Exceptions for expenditures that would be otherwise non-permissible under this Policy may be made in writing to the Executive Director of the Foundation. The exception must describe, in detail, the justification for the granting the exception, but the expenditure shall not be exempt from CFCC policy.

II. Expense Pre-Approval

All CFCC Foundation anticipated unrestricted fund expenses and expense exceptions must be approved prior to the expense being made.

- Any anticipated expense must be approved by the Foundation Executive Director. Any anticipated expense above \$500 must also be approved by the Vice President of Business Services.

STUDENT HANDBOOK POLICY REVISION

A MOTION from the Administrative and Personnel Committee recommends approval of the No Solicitation Policy Revision as presented. Motion carried unanimously.

No Solicitation Policy

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the college community. CFCC is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any

member of the college community. Furthermore, it does not include any activity that interferes with the educational pursuit of its students or the mission of the college.

To provide a safe learning and work environment, and protect all students, employees, and visitors of the college, solicitation is prohibited and includes, but is not limited to, third-party unsolicited verbal or written communications by mail or email, circulars and/or petitions, handbills, leaflets, pamphlets, posters, flyers, or any literature and printed materials. Salespersons, solicitors and/or external agencies will not be allowed to solicit or distribute these materials or items on college owned property, or premises, to students or employees unless it is a recognized nonprofit/charitable organization or has prior approval from the President of the college. **In addition, salespersons, solicitors, and/or external agencies may not erect a fixed or temporary structure on CFCC campus property or premises unless approved by the CFCC President or designee.** Solicitation for personal or financial benefit is prohibited by CFCC employees during designated working hours.

Employees and students wishing to solicit or fundraise on campus, must obtain prior approval from the Institutional Advancement office, or the President of the college. It is suggested, that no employee or student accept monetary gifts.

CFCC reserves the right to remove any individual or organization engaging in solicitation activities on campus without prior approval.

STUDENT HANDBOOK PROPOSED POLICIES

A MOTION from the Administrative and Personnel Committee recommends approval of the Chosen Name & Identity Policies as presented. Motion carried unanimously.

Chosen Name & Identity Policy

Cape Fear Community College (CFCC) acknowledges and supports personal expression in hopes to provide a safe and inclusive learning and working environment for its students, employees and visitors of the college. A student or employee may request to identify by a chosen name (sometimes called a preferred name) instead of their legal name. Where appropriate, the chosen name will be recorded and a good faith effort will be made by the college to utilize when made available by the individual. Due to certain legalities, only the first name may be designated for the chosen name, and the last name must remain the individual's legal last name. As such, all individuals should routinely identify themselves with their chosen name to ensure consistent records, to streamline processes, and offer name recognition as accurately as possible.

Definitions:

Chosen Name – A chosen name is an alternative to the individual's legal name, as designated by the individual, instead of using their legal name, whenever reasonably possible.

Legal Name – A legal name is the name a person uses for official governmental documents, such as, a license, passport, social security card, and tax forms; and within the requirements of the college's information systems, an official transcript.

It should be understood that even when a chosen name has been entered in various college information systems, the legal name may be required for college business, or to satisfy legal needs. CFCC cannot guarantee that the chosen name will display in all college communications, applications, information systems, databases, and processes.

Specific examples that may require use of a legal name include, but are not limited to:

- Financial, medical, and law enforcement documents
- CFCC Student ID Cards
- Official transcripts
- W-4 forms, I-9 forms and payroll documents (IRS)
- Visa/immigration documents
- Employment related documents and personnel files
- Background check documents
- Insurance documents
- Financial Aid records
- Student account, billing, and/or cashier's records
- Federal reporting
- Inability for college information systems, database, or processes to display

Under the Family Educational Rights and Privacy Act (FERPA) a student's chosen name or legal may be disclosed to the public as "directory information" per the college's FERPA policy, unless the student chooses to opt out by contacting the Registrar's office.

CFCC reserves the right to refuse a chosen name if it is deemed inappropriate, includes offensive or obscene language, and/or interferes with college business or the mission of the college. Chosen names cannot be used for misrepresentations, avoiding legal obligations, or in any manner that violates CFCC policies or federal, state, or local laws.

International Student Admissions Policy (F-1 Students)

A MOTION from the Administrative and Personnel Committee recommends approval of the International Student Admissions Policy as presented. Motion carried unanimously.

Application Steps for International Students

1. Online International Admissions Application
2. Proof of Financial Support
 - a. Evidence should prove your ability to cover CFCC's out-of-state cost of attendance for at least one year of tuition, fees, and living expenses, plus required funds for dependents. Evidence must be in the form of a bank statement signed by a bank official or a letter on official bank letterhead signed by a bank official. Documentation must be in English and converted to U.S. dollars. Documents must be in the account holder's name.

- b. If you are being sponsored to cover financial costs, your sponsor must submit an Affidavit of Support.
- 3. Submit International Student Medical Form
- 4. Copy of Passport Biographical Page
- 5. *Submit English Language Requirements (must meet one of the following)
 - a. A minimum total score of 71 on the TOEFL iBT Test
 - b. A minimum total score of 8 on TOEFL Essentials
 - c. A minimum overall band score of 6.0 on the IELTS
 - d. A minimum score of 95 on the Duolingo English Test (DET)
 - e. A minimum score of 54 on the Pearson PTE

*Students who have obtained their secondary school diploma and/or bachelor’s degree from a country on the English Language Requirement Exemptions list are exempt from this requirement.

*Official score reports must be submitted from the testing agency directly to CFCC.

- 6. Submit Official Educational Documents
 - a. Foreign transcripts must be evaluated and translated (if applicable), by a current member of the National Association of Credential Evaluation Services (naces.org) or a current member of the Association of International Credential Evaluators (aice-eval.org). Completed evaluations, along with copies of the original documents, should be sent directly from the evaluation agency to CFCC Admissions.
- 7. Pay Non-Refundable \$50.00 International Student Application Fee

Transfer Applicants (transfer active I-20)

In addition to the admission steps listed above, transfer applicants must also provide a copy of all previous I-20s, latest I-94, latest passport entry stamp, entry visa, I-797 approval notice, if applicable, and employment authorization card, if applicable.

Application Deadlines:

Applicant	Fall Semester	Spring Semester	Summer Semester
Applying Outside of US	April 15	October 20	February 15
Transfer Active I-20	July 15	December 1	April 15

Admitted applicants will receive an official acceptance letter and Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) from Cape Fear Community College.

SGA REPORT

Ms. Allen presented the following report.

The CFCC Student Government Association is not currently meeting over the summer. We are planning to swear in officers and senators and resume meetings in August, not long after classes begin.

Starting this fall semester, SGA officers will be spending time volunteering with the food pantry every week to assist those already serving for the benefit of our community.

In May, the North Carolina State Board of Elections issued a press release outlining the approval process for student and employee identification cards to be accepted as valid forms of ID for upcoming elections. Cape Fear Community College identification cards have been approved for this use. As the fall semester begins, CFCC Student Government will be working to spread this information and encourage participation in student IDs.

In polls taken last semester, students expressed the need for mental health support. The CFCC Counseling Team provides many services to our student body, and we will be working closely with them to spread awareness of the services already available and to see what else we can do to provide not only academic but also mental and emotional support to our student community.

A couple of events planned for the fall semester include our usual Fall Blood Drive here on campus, organized by SGA, and the North Carolina SGA Conference which is going to be held in Greensboro in October.

We will also be partnering with other organizations at CFCC including the Phi Theta Kappa Honor Society, which I am an active member of, and the Nixon Leaders Center, which the SGA Vice President and Secretary are involved with, to host fun and productive events to encourage student involvement throughout the semester.

On behalf of the Student Government Association, as well as the entire student body, I would like to thank the Board of Trustees, President Morton, and every other person in this room for your support and dedication to the success of the students at CFCC.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

Mr. Fernando presented the following report.

Notable Gifts

- \$50,000: unrestricted gift from Mr. and Mrs. Jim Hagen
- \$50,000: pledge fulfilled from Mr. Fred Gainer for Athletics
- \$38,000: unrestricted gift from the Estate of Louise Burevitch

- \$26,000: new endowed scholarship from Mr. and Mrs. William J. Solari
- \$18,480: new annual scholarship from the Food Bank of Central & Eastern North Carolina
- \$7,000: for existing annual scholarship from the Assistance League of Greater Wilmington
- \$5,000: for new annual scholarship from VanBuren Properties (Mrs. Teresa Huffmon, CFCC Foundation Board member)
- \$5,000: for existing endowed scholarship from Atlantic Marine

New Scholarships

- Sylvia and William Solari Family Fund Scholarship: supports Computer Integrated Machining, Cybercrime Technology, Electrical Systems Technology, Electronics Engineering Technology, or Information Technology students in Pender, New Hanover, or Brunswick counties.
- VanBuren Properties – Huffmon Scholarship: supports full time ADN (Associate Degree Nursing) students with financial need.
- Food Bank of Central & Eastern North Carolina Scholarship: supports students in new Culinary Fundamentals program.

Additional Updates

- The CFCC Foundation welcomed three new Board members at our June meeting: Bill Baggett, Hannah Holt, and Dr. Michael Penland.
- 1,118 students have submitted a scholarship application for the Fall 2023/Spring 2024 academic year, a 20% increase over last year.

As of July 5, 2023, \$557,166 in scholarship awards have been offered to students, with approximately \$150,000 available for additional scholarship awards.

NOMINATING COMMITTEE

A MOTION from the Nominating Committee recommends to the Board of Trustees approval of the following officers for 2023-2024. Motion carried unanimously.

Mr. Robby Collins – Chair
 Mr. Lanny Wilson – Vice-Chair
 Mr. Jim Morton – Secretary
 Ms. Michelle Lee – Recording Secretary

Mr. Collins stated that he is honored to be nominated and looks forward to serving.

Mr. Wilson stated that he is very honored and is willing to put in the time as well as attend as many events as possible.

ANNOUNCEMENTS

DATE OF NEXT MEETING – SEPTEMBER 28, 2023

President Morton asked that Mr. Cherry come forward and presented him a plaque for his service as Board Chairman for the past 2 years.

Mr. Cherry thanked all of the board members, President Morton, Michelle Lee, Susan Porter and Jennifer Edwards for their support.

Meeting adjourned at 6:15pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml